

Introduction

The “Validation & Warning Error Messages” Quick Reference Guide is designed for Buyers and Vendors to be aware of what the messages mean during Bid Solicitations in Buy4Michigan.

Notes:

- The Red Error message means that the document does not have sufficient information to continue forward. Once the proper data is entered, you may continue your document to completion.
- The messages in Yellow are errors that do not require any intervention. The document can continue as the message is strictly for your information

Steps

Step 1:

Red General Validation Error Message

During a new Bid Solicitation, the “no items” error message indicates for a Buyer to include items, which is the next step.

- a.) Click the **Items Tab** & select your item(s) desired that pertain to the service or good you are requesting.

Once your Items are entered, the validation error message will disappear.

Open Market Bid 007114B0000884

General | **Items** | Address | Accounting | Routing | Attachments | Notes | Bidders | Questions | Am

General Validation Errors

- No items.

Bid Number: 007114B0000884

Status: 2BI - In Progress

How Solicited: Email

Department*: 1411 - DTMB - Procurement

Location*: 0071 - DTMB - Procurement

Yellow Validation Warning
Message

Open Market Bid 007114B0000

General Items Address Accounting Routing Attachments Notes Bidders General

Vendor Validation Warnings

- No bid bidder.

Select bidder participation, open or closed, and select vendors to notify

- ☐ Unrestricted bid, all vendors can view and respond
- ☐ Restricted bid, only selected vendors can view and respond

| Vendor ID | Vendor Name |
|----------------------|-------------|
| <input type="text"/> | |

- ☐ Show Unit Prices to Vendors
- ☒ Hide Bid Holder List on Vendor Side